

# Purpose

CODEE criteria is intended to enable non-traditional programs to be compared with traditional forms of delivery in terms of both content and length of study, to ensure the full-time requirement is met. Students enrolled at institutions outside B.C. in academic programs delivered via online or blended learning, must complete a minimum of 60 per cent of a full course load to qualify for StudentAid BC funding as outlined in their current contract with the institution. Institutions may contact StudentAid BC for further clarification.

# Introduction

The CODEE form is required for all students enrolled in studies at institutions outside of B.C. that are delivered through online, blended learning, or other non-traditional delivery methods. If a program has not been reviewed for online or blended learning for the current program year, the student will receive a CODEE request letter posted to their dashboard. The CODEE form must be submitted to StudentAid BC by the institution, with the required documentation.

## **Supporting documentation**

Program outline. Documentation may include a link to your website confirming the program information. This must indicate:

- The program is offered full-time on site
- A similar program is offered full-time on site
- Credits to graduate
- Credential
- Length of program

Submit supporting documents with CODEE form as one PDF file.

# Who completes the CODEE form?

The CODEE form must be completed by a financial aid officer or registrar who has signing authority on behalf of the institution for student financial assistance purposes.

# Helpful tips

- Incomplete CODEE forms, or missing documentation will delay processing of the student application.
- Ensure all information is provided before you submit your CODEE by email to <u>designat@gov.bc.ca</u>.
- Ensure your institution stamp or seal is used.

Ministry of Post-Secondary Education and Future Skills StudentAid BC

Email: designat@gov.bc.ca

Telephone: 1-800-561-1818 (Toll Free in Canada / U.S.)

+1-778-309-4621 (outside North America)

Rev. February 2025



## Instructions

### Institution Information:

A 4-digit Institution Code is assigned to an institution the first time the institution is designated in Canada. If your institution is submitting this CODEE as part of a designation application and this is your first application in Canada, please leave the Institution Code field blank.

#### **Student Information:**

If you are completing this CODEE as part of a designation application, you are **NOT** required to complete the student section of this form.

#### **Program Eligibility:**

- Choose option 1 if the program is offered full-time onsite.
- Choose option 2 if a program is offered full-time onsite with a similar credential in the same timeframe and the same number of credits required to graduate.
- Choose option 3 if the program is listed in the British Columbia or Alberta Transfer guide as a sending institution or another articulation agreement with another StudentAid BC designated institution for block transfer.
- Choose option 4 if the program does not meet the criteria stated above.

Ministry of Post-Secondary Education and Future Skills

StudentAid BC

Email: designat@gov.bc.ca

Telephone: 1-800-561-1818 (Toll Free in Canada / U.S.)

+1-778-309-4621 (outside North America)

Rev. February 2025



# **Confirmation of StudentAid BC Distance Education Eligibility (CODEE)**

|                               | Ution Information:  |   | INSTITUTION CODE (If known)  |
|-------------------------------|---|---|--|
|                               |   |   |  |
| PROGR                         | AM NAME   |   |  |
|                               |   |   |  |
|                               | ent Information:  |   | <i></i>  |
| -                             | -   | n for a Designation Applica   |  |
|                               | NT'S LAST NAME  |   |  |
|                               |   |   |  |
| STUDE                         | NT'S StudentAid BC Applicat   | ion Number (this is required)   | _  |
|                               |   |   |  |
| Progr                         | am Eligibility:   |   |  |
| The l<br>loans<br>educ        | B.C. Ministry of Post-Secc<br>s to eligible residents of B.<br>ation, correspondence, or  | ndary Education and Future<br>C. enrolled at institutions ou<br>line programs, or other prog<br>one of the following conditio | grams of study with non-   |
|                               | 1. The academic or career training program with the same study period length is offered and delivered at 100 per cent course load onsite at the same institution;   |   |  |
|                               | 2. A student will earn the same number of academic credits in the same time period as a student in a similar StudentAid BC eligible program delivered onsite at the same institution; OR  |   |  |
|                               | 3. A student will earn academic credits for 100 per cent of the program at the undergraduate level for a program that is recognized as equivalent at another designated institution listed in the B.C. Transfer Guide, Alberta's Transfer Guide or other comparable articulation agreements from other jurisdictions. |   |  |
|                               | 4. Program is not eligible, does not meet the criteria outlined in #1-3 above.  |   |  |
| by er<br>If you               | nail to <u>designat@gov.bc.c</u>  | <u>a</u> .  | ion supporting your selection abo<br>d Program Designation Team by |
| Official stamp/seal of school |   | School's Official's contact information   |  |
|                               |   | Name of school official:  |  |
|                               |   | Email:  |  |
|                               |   | Telephone:  |  |
| Signature of school official  |   |   | Date Signed (YYYY-MM-DD)   |
|                               |   |   |  |
| Signature (IPDT approval)     |   |   | Date Signed (YYYY-MM-DD)   |

Ministry of Post-Secondary **Education and Future Skills** 

StudentAid BC

**Telephone:** 1-800-561-1818 (Toll Free in Canada / U.S.)

+1-778-309-4621 (outside North America)

Email: designat@gov.bc.ca